

MTO Learning Series

Access MTO: Reset your password

- *I received an email/prompt to reset my password (yearly reset)*
- *My password is expired*
- *I need to manually change my password*

Disclaimer

This handout is provided for illustrative purposes only. The content does not carry the weight of law, bulletins or rulings. Therefore, it should only to be used as an aid for navigation reference.

The topics covered, screenshots provided and guidance supplied is subject to change. The most current Treasury information regarding this topic is available at michigan.gov/taxes.

update your password yearly

IN 4 EASY STEPS

Step 1: log in to MTO

On the left side of the screen, enter your personal credentials to log in to MTO.

Michigan Treasury Online

Welcome to Michigan Treasury Online (MTO)! MTO is the Michigan Department of Treasury's web portal to many business taxes. Treasury is committed to protecting sensitive taxpayer information while providing accessible and exceptional web services. File, pay and manage your tax accounts online - anytime, anywhere. **Flexible. Free. Secure.**

Log In (Existing MTO User)

* Required

* Username

[Forgot Username?](#)

doej1234

* Password

[Forgot Password?](#)

●●●●●●●●

* [End User Agreement](#)

LOG IN

Powered By  MILogin

Create My User Profile (New To MTO)

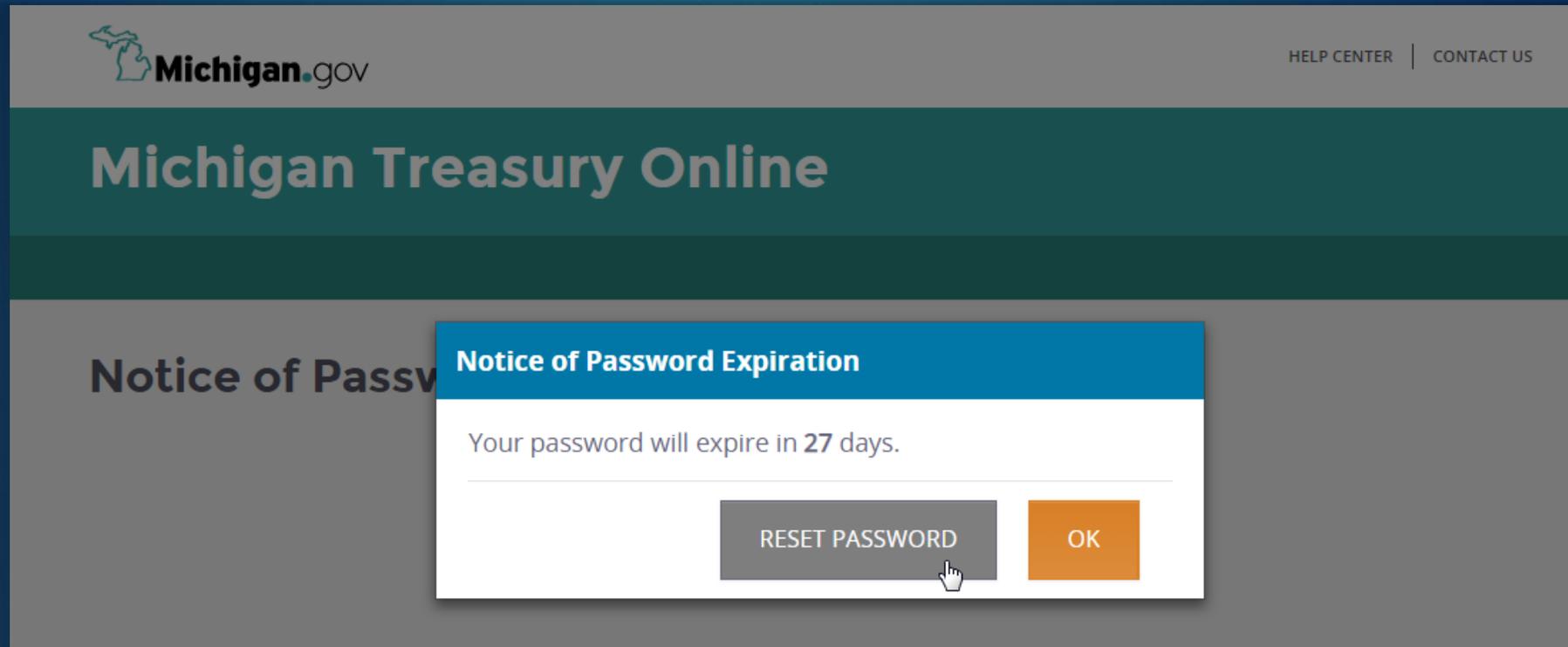
Sign up to file, pay and manage your business tax account online.

CREATE MY USER PROFILE

Help Center

Visit the [Help Center](#) for MTO tutorials, FAQs, MTO services, compatibility requirements and more!

Step 2: password reset prompt



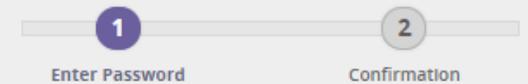
This pop-up window appears after logging in when your current password will expire in less than or equal to 30 days. Click **RESET PASSWORD** to change your password before it expires.

If you click **OK**, you will be routed to the homepage without changing your password.

Michigan Treasury Online

Change Password for doej1234

Please enter a new password to update your existing password.



Enter Password

* Required

* Enter Current Password

* Enter New Password

* Confirm New Password

SUBMIT

RESET

Password guidelines:

- ✓ Must be at least 8 characters in length
- ✓ Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Numbers (0-9)
 - Special characters (!\$#,%@~^&*_-+=><)
- ✓ Should not be one of the last 3 used passwords
- ✓ Should not be based on your Username

Step 3: choose a new password

Enter your current password.

Then, select and enter your new password twice.

Click **SUBMIT** to change your password.

Step 4: check your email before logging into MTO

The screenshot shows the Michigan Treasury Online (MTO) interface. At the top left is the Michigan.gov logo. At the top right are links for 'HELP CENTER' and 'CONTACT US'. Below the header is a teal banner with the text 'Michigan Treasury Online'. The main content area has a title 'Password Expired for doej1234'. To the right of the title is a progress indicator with two steps: '1 Enter Password' (completed) and '2 Confirmation' (current step). Below the progress indicator is a 'Confirmation' label and a text input field. A green-bordered box contains a 'Successful Submission' message: 'Your password change request has been successfully submitted. Your changes will not take effect until you receive a confirmation email.' Below this message is an orange 'CONTINUE' button. At the bottom of the page is the 'Powered By MILogin' logo. The footer contains the Michigan.gov logo, a warning about session timeout, and links for 'MTO HOME', 'CONTACT US', and 'POLICIES', along with the copyright notice 'Copyright 2019 State of Michigan'.

Michigan.gov

HELP CENTER | CONTACT US

Michigan Treasury Online

Password Expired for doej1234

1 Enter Password 2 Confirmation

Confirmation

Successful Submission
Your *password change* request has been successfully submitted. Your changes will not take effect until you receive a confirmation email.

CONTINUE

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Warning: Your online session will timeout after 15 minutes of inactivity. Save your progress if you will be away from your computer.

Michigan.gov

MTO HOME | CONTACT US | POLICIES

Copyright 2019 State of Michigan

- You will receive a success message letting you know your MTO password was successfully changed.
- Click the orange button to go to the MTO homepage.
- **Check your email.**
 - Your updated log in credentials will not be recognized immediately.
 - Do not log in after your current session until you receive the confirmation email.
 - If your confirmation email does not appear in your inbox within a few minutes, check your email's spam or junk folder.

Michigan Treasury Online



Hello, Jane!

Welcome to the Michigan Treasury Online (MTO) homepage where you can interact with the Michigan Department of Treasury on behalf of Michigan registered businesses.

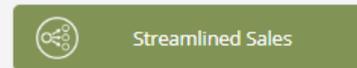
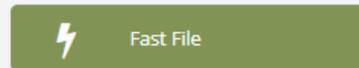
Tax Services

Click a tile below to access role specific actions for your business.



Guest Services

Guest Services portals provide an alternative means for submitting information to Treasury. Therefore, **privileged account information is restricted.**



From the homepage, continue your MTO session.

reset your expired password

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* Required

* Username

[Forgot Username?](#)

doej1234

* Password

[Forgot Password?](#)

●●●●●●●●

* [End User Agreement](#)

LOG IN

Powered By  MILogin

Create My User Profile (New To MTO)

Sign up to file, pay and manage your business tax account online.

CREATE MY USER PROFILE

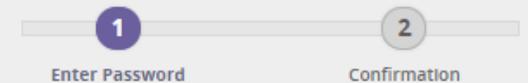
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Michigan Treasury Online

Change Password for doej1234

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Enter Password

* Required

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SUBMIT

RESET

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Michigan.gov

HELP CENTER | CONTACT US

Michigan Treasury Online

Password Expired for doej1234

1 Enter Password 2 Confirmation

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Successful Submission
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CONTINUE

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Michigan.gov

MTO HOME | CONTACT US | POLICIES

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Log In (Existing MTO User)

* Required

* Username

[Forgot Username?](#)

* Password

[Forgot Password?](#)

* [End User Agreement](#)

LOG IN

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Create My User Profile (New To MTO)

Sign up to file, pay and manage your business tax account online.

CREATE MY USER PROFILE

Help Center

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Step 4: log in to MTO

Use your newly updated MTO credentials to log in on the left side of the screen.

manually reset your password

IN 5 EASY STEPS

Step 1: log in to MTO

On the left side of the screen,
enter your personal credentials
to log in to MTO.

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Log In (Existing MTO User)

* Required

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[Forgot Username?](#)

doej1234

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••••••••

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LOG IN

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Create My User Profile (New To MTO)

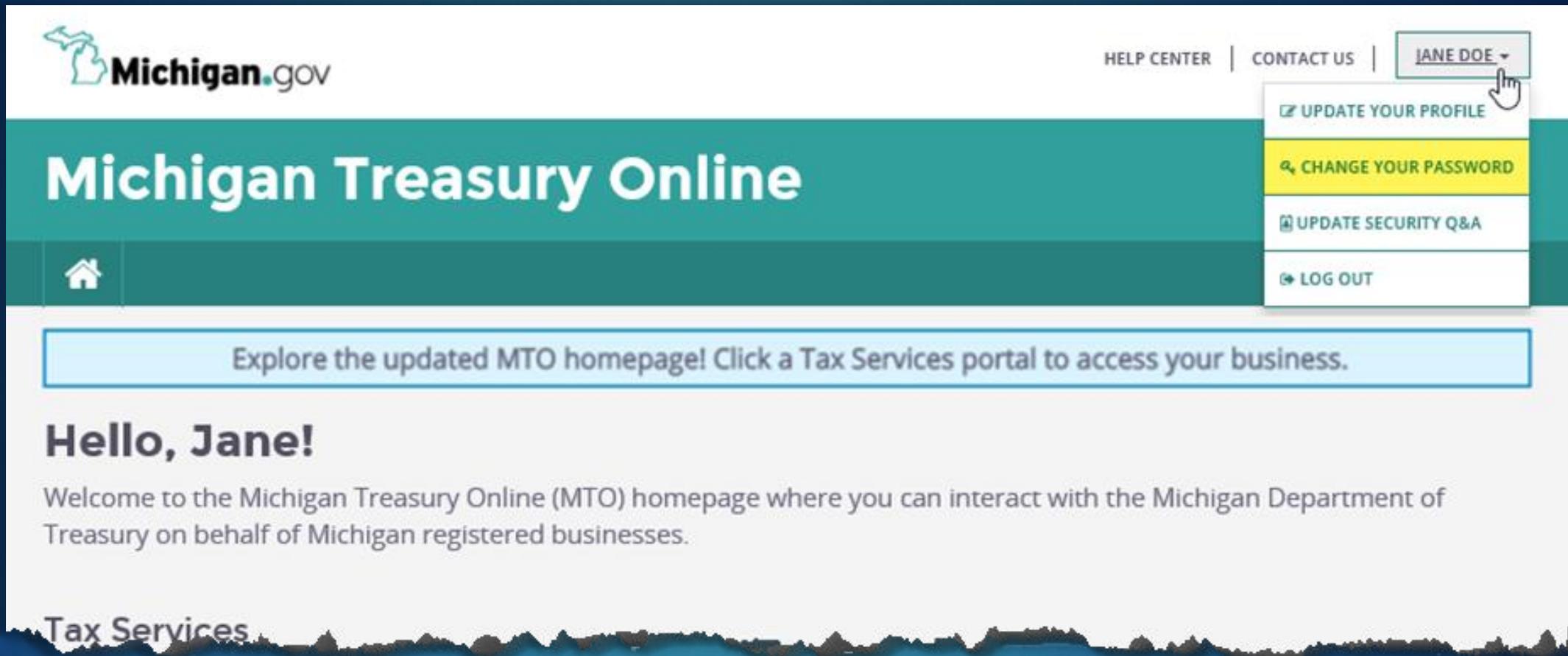
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CREATE MY USER PROFILE

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Step 2: click your name, select change password



The screenshot shows the Michigan Treasury Online (MTO) homepage. In the top right corner, there is a user profile dropdown menu for 'JANE DOE'. The menu is open, showing four options: 'UPDATE YOUR PROFILE', 'CHANGE YOUR PASSWORD' (highlighted in yellow), 'UPDATE SECURITY Q&A', and 'LOG OUT'. A hand cursor is pointing at the 'CHANGE YOUR PASSWORD' option. The main header of the page reads 'Michigan Treasury Online'. Below the header, there is a blue banner with the text: 'Explore the updated MTO homepage! Click a Tax Services portal to access your business.' Below the banner, it says 'Hello, Jane!' followed by a welcome message: 'Welcome to the Michigan Treasury Online (MTO) homepage where you can interact with the Michigan Department of Treasury on behalf of Michigan registered businesses.' At the bottom left, there is a 'Tax Services' link.

From the MTO homepage, click your name in the upper right hand corner. A dropdown menu gives you options to manage your MTO profile or log out of MTO. Click **CHANGE YOUR PASSWORD**.

Step 3: choose a new password

Enter your current password.

Then, select and enter your
new password twice.

Click **SUBMIT** to change your
password.

Michigan Treasury Online



Change Password

Enter your current password, new password and confirm the new password.

1 Enter Password 2 Confirmation

Enter Password

* Required

* Enter Current Password

* Enter New Password

* Confirm New Password

SUBMIT CANCEL 

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Step 4: check your email before logging into MTO

Michigan Treasury Online

Change Password

1 Enter Password 2 Confirmation

Confirmation

Successful Submission
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RETURN TO HOME PAGE

Powered By MILogin

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Step 5: log in to MTO

Use your newly updated MTO credentials to log in on the left side of the screen.



Michigan Department of

TREASURY